

RECORDS DESTRUCTION

2172

(No. 2 March 1998)

CONFIDENTIAL RECORDS DESTRUCTION

2172.1

(No. 8 February 2011)

Each unit requiring confidential destruction **must** complete a [Confidential Destruction Request \(CAL FIRE-69\)](#), and forward the completed form to the Sacramento Headquarters Business Services Office's Forms, Information, and Records Management (F.I.R.M.) program's Records Management Coordinator (RMC) for approval **PRIOR** to the scheduling of document destruction. The RMC will compare the request against the unit's current records retention schedule, matching the cited documents designated for destruction with the schedule's retention and destruction guidelines. If all documents match, the RMC will approve the request, assign a tracking number, and return a copy of the approved request to the unit.

Once the unit has received approval from the RMC to destroy the cited confidential documents, **the unit must then work directly with the RMC to arrange for delivery of the confidential documents to the appropriate designated destruction site.** For documents to be destroyed through the State Destruction Center, the RMC will be responsible for scheduling the transport of the documents. The State Destruction Center and State Records Center will be used to witness destruction of the documents. For documents to be destroyed through a private vendor, including through a Leveraged Procurement Agreement (LPA), the unit will be responsible for obtaining the services and for sending a State employee to witness destruction of the documents (NOTE: accountable forms need to be witnessed by appropriate departmental personnel).

In accordance with the California Records and Information Management Program (CalRIM) Records Management Handbook, confidential destruction labelling is required on containers of confidential documents designated for destruction, including confidential paper records, microfilms, microfiche, cassette tapes, computer tapes, and magnetic tapes. **PRIOR TO DESTRUCTION, units are required to label containers with the departmental [Confidential Destruction Label \(CAL FIRE-75\)](#) in accordance with the procedures detailed in Exhibit [Procedures for Confidential Destruction Labelling](#).**

NON-CONFIDENTIAL RECORDS DESTRUCTION

2172.2

(No. 2 March 1998)

All other records are not destroyed but recycled through normal recycling procedures.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME
PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

[\(see next section\)](#)

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